

WSA Master Schedule – Bi-Monthly Update Procedures
(Revised: 4/09/03)

Note: This process is not intended to replace communication among functional areas as new information is received.

- ◆ WSA contacts for each functional area and PREP category receive printed copies of WSA Master Schedules, Gantt Charts and the WSA Issue Log from Dave Schuster (WSA Scheduler) by close of business either the day of or the day after Rick Solana's Staff Meeting (usually Tuesday):

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|------------------------------|-----------------|
| Non-Clinical | Gerry Nixon |
| Clinical | Valerie King |
| Communications (EHC and JLI) | Raymond Lau |
| Communications (SCoR) | Mingda Zhang |
| EHCSS | Mike Werley |
| SCoR | Debbie Koller |
| PMI | Matthias Schorp |
- ◆ Contacts update their respective portions of each WSA master schedule and issue log using the following guidelines:
 - Use red/colored pen to note changes on printed copy.
 - Annotate task start/finish dates with revised dates.
 - Change % complete as appropriate.
 - For any delayed tasks that impact key dates such as SAB, Product announcement to stakeholders, etc., provide reason of delay and impact on project schedule in the comments field.
 - Annotate/update issue log with the issue and the current status-impact-resolution as appropriate.
- ◆ Contacts return updated (annotated) schedules and issue log to Dave no later than close of business on Monday, the week following Rick's Staff Meeting.
- ◆ Dave inputs updated schedule and issue log information and confers with contacts, as well as, the appropriate OC Planning Project Manager, if any key dates on the schedule are impacted and have not been addressed in the comments field and/or issue log.
- ◆ Once all issues have been addressed and annotated on the Issue Log, Dave provides copies of updated schedules, gantt charts and issue log to Ken Podraza no later than close of business on Wednesday.
- ◆ Ken reviews, edits and/or approves the distribution of the master schedules, gantt charts and issue log no later than close of business Thursday.

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- ◆ Friday, prior to Rick's Staff Meeting (the following Monday), Dave inputs any edits from Ken and emails the gantt charts and issue Log to designated PMI recipients and/or their alternates. Dave also provides Ken with seven (7) colored hard copies of all updated WSA gantt charts and the issue log for Rick's Staff Meeting.
- ◆ Procedures for Emailing gantt charts and issue log to PMI recipients:
 - ◆ Convert each WSA gantt chart to PDF format (such as WSA –SCoR–6Mg-gantt.pdf) and insert as attachments to the email. Also email current issue log.
 - ◆ Send Email to the following:
 - ◆ To: Viol, Brigitte; Merckx, Marleen; Schorp, Matthias; Woiwode, Michael; Gygax, Jil
 - ◆ Cc: Haussmann, Hans-Juergen; Roemer, Edwold; Terpstra, Piter; Dempsey, Ruth